

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, NC 28310-5000


FRMOI 37-107-97  
10 November 2000

Financial Administration

FIRST REGION (ROTC) FINANCE IN-PROCESSING/OUT-PROCESSING PACKET

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FOR THE COMMANDER:



**KERRY R. PARKER**  
COL, AD  
Chief of Staff

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PROPOSER: The proponent of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSON: This is a new publication.

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DISTRIBUTION: A; D; S

Distribution codes used are explained in FRMOI 25-1.

This document is available on the INTERNET at:

**[www.rotc1.bragg.army.mil](http://www.rotc1.bragg.army.mil)**

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1. Purpose. This MOI provides guidance on finance in-processing and financial assistance available when PCSing out of First Region.

2. References.

- a. JFTR Vol I
- b. JTR Vol II
- c. DoD 7000.14-R, Vol 9
- d. AR 37-104-4
- e. 126th Finance Battalion Guide

3. General.

a. This MOI is used to aid the battalions and brigades in preparing the Finance In-processing Packet and the Finance Out-processing Checklist.

b. Brigades/Battalions will complete the In-processing Packet within 3 days after a new soldier arrives to the unit.

c. Soldier claims for temporary lodging expenses or DITY claims are separate packets from the In-processing Packet and if needed, should be submitted along with the In-processing Packet.

d. Soldiers requesting an advance when PCSing from Headquarters, First Region (ROTC) should complete the 126th Finance Battalion Out-processing Checklist and attach a copy of their orders and PCS leave form.

4. Submission. Completed in-processing, TLE and DITY packets must be forwarded to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PAM, Fort Bragg, North Carolina 28310-5000. Region will return incomplete in-processing packets to the unit for correction.

5. Copies. Submit the original packet and one copy.

6. Processing.

a. Once Region receives the in-processing packet, the Finance NCOIC will log in the packet, then review it for completeness and accuracy. Region then forwards the in-processing packet to the 126th Finance Battalion for computation of travel and settlement payment. DITY packets are sent to the Fort Bragg Transportation Office for

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computation before going to 126th Finance Battalion for input and pay. TLE packets cannot be submitted until the

Finance Battalion arrives the soldier in the Finance pay system. Region's goal is to transfer the packets to the 126th Finance Battalion within 72 hours after receipt, provided the packet is correct and complete.

b. The 126th Finance Battalion at Fort Bragg is responsible for processing TDY enroute travel claims for First Region (ROTC). The normal processing time of travel vouchers is 21 days after receipt by the battalion.

c. If your PCS settlement is not deposited to your Electronic Fund Transfer (EFT) account within 30 days of submission of the voucher, contact First Region (ROTC) Finance Section to initiate tracer action.

d. Soldiers PCSing out of First Region (ROTC) electing advance travel, DLA or Pay, must submit the checklist (provided at Appendix I), along with PCS orders and leave form to this office for processing. Region will forward completed out-processing checklists to 126th Finance Battalion for processing and payment. Soldiers in possession of a government credit card are not eligible to receive advance travel. Timelines for submitting advance requests are:

(1) 10 days from departure date for advance DLA and advance travel.

(2) 30 days from departure date for advance pay. Allow 7-10 working days for the finance system to deposit the advance into your account.

## 7. Review.

a. The 126th Finance Battalion will accomplish review and payment of the TDY travel claim. Vouchers that are not completed properly may be returned to the soldier for resubmission.

b. Administrative Technicians/NCO's will review all packets submitted to Headquarters, First Region (ROTC) for accuracy and completeness.

### FINANCE IN-PROCESSING CHECKLIST

The 126th Finance Battalion provides full finance support for ROTC cadre at schools and satellite programs. This checklist is intended for cadre members in-processing into their respective schools.

ROTC cadre should complete this checklist and forward the most expeditious way to First Region (ROTC) ATTN: ATOA-PAM-FI within **THREE WORKING DAYS** of arrival at new duty station. Failure to do so may result in delays in being assessed onto the finance system and receipt of a no pay due.

NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
SSN \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

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#### REQUIRED DOCUMENTS FOR FINANCE IN-PROCESSING OF CADRE PERSONNEL

1. \_\_\_\_\_ DD Form 1351-2 dtd Aug 97 (Travel Voucher): All Cadre members must submit one. If soldier travels concurrently with family, soldier submits one DD Form 1351-2 with dependents listed in block 12a. (5 Copies)
2. \_\_\_\_\_ DD Form 1351-2 for dependent travel: If soldier travels separately from dependents, i.e., attends TDY enroute, the soldier will submit an additional DD Form 1351-2 for dependent travel. (5 Copies)
3. \_\_\_\_\_ PCS Orders with any amendments (5 Copies). To include DD 1610 (Travel Orders) if the fund cite is not stated on orders.
4. \_\_\_\_\_ DA Form 31 (Request and Authority for Leave) with block 14a annotating date of sign-out from old unit and block 16a annotating date of sign-in to new unit (**date/time must match the DD Form 1351-2**). If the soldier took permissive TDY enroute, dates must be placed in the remark section of the DA 31 and must be authorized by 0-5 or above.
5. \_\_\_\_\_ Copy of any advance travel, to include advance Dislocation Allowance (DLA), received from your previous Finance Office. Do not include advance pay.

6. \_\_\_\_\_ Commercial or MAC airline ticket receipts.
7. \_\_\_\_\_ DA Form 5960-Authorization to Start, Stop or Change BAH. Include the following documents, if not previously submitted to finance:
  - a. Marriage certificate
  - b. Birth certificate(s) of dependent children
  - c. Divorce decree
  - d. Child custody documentation
  - e. Termination of government quarters from old duty station if soldier resided in government quarters.
  - f. Assignment to government quarters from new duty station if soldier resides in government quarters.
  - g. DA Form 4187 for statement of nonavailability for government quarters at new duty station.
8. \_\_\_\_\_ DA Form 4187 for Rations In Kind Not Available (RIKNA) due to nonavailability of government dining facility. This applies to enlisted soldiers only when no government dining facility is available.
9. \_\_\_\_\_ DA Form 4187 to request CONUS COLA. For a list of states authorized CONUS COLA, see appendix \_\_\_\_\_.
10. \_\_\_\_\_ Submit one copy of termination of special pay orders (i.e. jump, demo, flight, etc.) or DA Form 4187 with the correct effective dates(s) of termination.
11. \_\_\_\_\_ If TDY over 30 days in conjunction with the PCS, submit a DD Form 1561 in order to claim Family Separation Allowance type II.
12. \_\_\_\_\_ Forward the original and one separate copy of packet to HQ's First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Ft Bragg, NC 28310.

I reviewed the attached in-processing packet for correctness and completeness.

Soldier's Signature \_\_\_\_\_

Admin NCO/Tech Signature \_\_\_\_\_

Instruction for Preparation of DD Form 1351-2 for  
TDY Travel Enroute

Soldiers will use DD Form 1351-2 to request reimbursement for expenses related to a PCS move and if applicable, TDY travel enroute to HQ's 1st Region (ROTC). The DD Form 1351-2 should be submitted as part of the Finance In-processing Packet within 3 days after soldier arrives at the unit. The voucher may be completed electronically using the FormFlow software, typewritten or handwritten in blue or black ink. Handwritten vouchers must be legible.

1. PAYMENT

"x" the ELECTRONIC FUND TRANSFER block. Electronic Fund Transfer (EFT) payments are mandatory for all TDY travel

"x" the SPLIT DISBURSEMENT block and indicate the dollar amount to be paid to the Government Travel Card contractor. **MARK IN THIS BOX ONLY IF SOLDIER DESIRES PARTIAL PAYMENT TO THE GOVERNMENT CREDIT CARD.**
2. TYPE OF PAYMENT

Always "x" the Member and PCS block. "x" the TDY block if soldier went tdy enroute. "x" the dependent block if the dependents traveled with the soldier. "x" the Dislocation Allowance (DLA) block even if you already received a DLA advance-this will balance out the debt.
3. FOR D.O. USE ONLY

Leave blank, this block is used by the dispersing office.
4. NAME

Enter last name, first name, and middle initial of the soldier. The name should be as it appears on the orders.
5. GRADE

Enter the soldier's pay grade i.e., E-7, O-5, .

6. SSN Enter the soldier's social security number.
7. ADDRESS Enter the soldier's complete address to include city, state and zip code.
8. DAYTIME TELEPHONE  
NUMBER AND AREA CODE Enter the soldier's duty phone number to include the area code. 126th Finance Battalion will use this number to contact the soldier if questions arise concerning the claim.
9. TRAVEL ORDER NUMBER Enter the order number located on the top left side of the orders. Copies of the order and any amendments MUST be submitted with the voucher.
10. PREVIOUS PAYMENTS/  
ADVANCES Enter the dollar amount and voucher numbers for previous advance DLA or travel payments. DO NOT INCLUDE ADVANCE PAY received.
11. ORGANIZATION AND  
STATION Enter unit the soldier is assigned to as indicated on the orders.
12. DEPENDENTS "x" the accompanied block if soldier's dependents traveled with him/her to the TDY location or new duty assignment. "x" the unaccompanied block if soldier is single or dependents traveled on a different day than the soldier. If dependents traveled separately, submit a separate DD 1351-2 for their travel. On the DD 1351-2 for dependents, check Dependents, PCS and DLA in block 2; also "x" the unaccompanied block. Enter last name, first name and middle initial of all dependents. The backside of the DD 1351-2 may

be used if there is not enough space. Enter relationship of dependents, i.e., son, wife, etc. Enter your date of marriage next to spouse. Enter date of birth for children.

13. DEPENDENTS ADDRESS  
RECEIPT OF ORDERS

Enter complete address where dependents lived when soldier received his/her orders. **IT IS IMPORTANT THAT YOU COMPLETE THIS BLOCK BECAUSE FINANCE PAYS DEPENDENT MILEAGE FROM THIS ADDRESS TO THE NEW ADDRESS WHERE DEPENDENTS ARE GOING.**

14. HOUSEHOLD GOODS

"x" the appropriate block.

15. ITINERARY

Enter the year, e.g., 00, 01, etc. in the space provided under date.

a. DATE

Enter the dates of actual travel, e.g. 3/10, 6/30, 12/28.

b. PLACE

Enter the place from which travel started, place of stops and place where official travel ended. Use the city and state. If any stop occurred or TDY was performed at a military installation, indicate the name of the military installation. Remember, the beginning and ending date on the itinerary must match the beginning and ending dates on the DA Form 31.

c. MEANS/MODE OF  
TRAVEL

Enter the mode of travel for each segment of travel. Use the two letter Mode of Travel codes, combining one letter each from the following lists.

TP - Airline tickets issued by the Government contracted travel office. Attach GTR ticket stub to the claim.



GP - Government owned aircraft. If Government owned aircraft is used, attach a copy of the military transportation authorization.

PA - Privately Owned Auto.

CP - Commercial airline ticket purchased by the traveler.

d. REASON FOR STOP

Enter the appropriate code to indicate the reason for the stop.

AD - Authorized Delay

AR - Authorized Return

AT - Awaiting Transportation

HA - Hospital Admittance

HD - Hospital Discharge

LV - Leave En Route

MC - Mission Complete

TD - Temporary Duty

VR - Voluntary Return

PTDY- **Permissive TDY (You will have to write this in manually since there is no standard code.)**

e. # OF MEALS

Leave blank

f. POC MILES

Leave blank.

16. POC TRAVEL

"x" the OWN/OPERATE block.

17. DURATION OF TDY TRAVEL

Leave blank.

18. REIMBURSABLE EXPENSES

Enter the DATE, BRIEF DESCRIPTION, and AMOUNT of reimbursable expenses such as tolls, cab fare, etc. DO NOT LIST HOTEL FEES. THAT WILL BE INCLUDED IN YOUR TLE PACKET. If two POV's were driven, indicate so in the space provided next to reimburseable expenses.

19. GOVERNMENT/DEDUCTIBLE MEALS

Leave blank.

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20. CLAIMANT SIGNATURE

The soldier will sign and date the voucher. The soldier's signature indicates that all data on the claim is factual.

21a. THROUGH BLOCK 28

Leave blank.

PREPARATION OF DA FORM 31 (REQUEST AND AUTHORITY FOR LEAVE)

1. Purpose. This form provides guidance on the preparation of the DA 31 for cadre finance in-processing packets.

2. Reference.

a. AR 600-8-10

b. 126th Finance SOP

3. General. The DA 31 is an enclosure to the finance in-processing packet. It is important that this form is filled out accurately to prevent the soldier from being charged leave days that were not taken.

a. Most soldiers already have a leave form in their possession when they arrive to their ROTC unit. For soldiers that do not, the admin NCO/tech may reconstruct a leave form.

b. The "From" and "To" dates in block 10 should coincide with the "Departure" and "Return" dates in blocks 14 and 16. The same dates should also match the beginning and ending dates on the DD 1351-2.

c. If the command approved an extension, or if the soldier signs into the unit a day or two after his/her leave ended, ensure that it is annotated in block 15.

d. Ensure that block 16 is completed when the soldier arrives to your unit.

e. If the soldier arrives to your unit and his/her leave form reflects different departure and return dates than authorized, complete another leave form with the dates that the soldier physically took leave. All of the other pertinent information from the old DA 31 should be transferred to the new one to include the control number. The admin NCO/Tech completes blocks 14 & 16, the PMS signs block 13. Write the words "RECONSTRUCTED LEAVE FORM" at the top of the form.

f. Block 17 should have the TDY SOCC "sign in" and "sign out" dates if the soldier attended SOCC. Only PMSs and the senior NCO should apply. If the losing unit authorized permissive TDY, it should also be annotated in this block.

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If the PMS at the gaining unit authorizes the soldier permissive TDY, then the admin NCO/tech should complete a DA 4187 authorizing the soldier permissive TDY.

4. SUBMISSION. Submit the DA 31 as part of the finance in-processing checklist.

Instruction for Preparation of DA Form 5960  
AUTHORIZATION TO START, STOP, OR CHANGE BAQ, AND/OR VHA

Soldiers use this form to start, adjust or terminate his/her entitlement to basic allowance for housing. Effective 1 Jan 99, BAH is based on the soldier's duty location and not the soldier's residence.

With the exception of blocks 12 a & b, all other blocks must be completely filled out.

1. BLOCK 1 Enter soldier's last name, first name and middle initial.
2. BLOCK 2 Enter soldier's SSN.
3. BLOCK 3 Enter soldier's grade/rank.
4. BLOCK 4 Enter an "x" in the appropriate block.
5. BLOCK 5 Enter the soldier's complete duty location (school location) to include zip code.
6. BLOCK 6 Enter effective date of action, i.e. date assigned gov't quarters, date terminated gov't quarters, etc.
7. BLOCK 7 Enter an "x" on the left side of the appropriate BAH type.
8. BLOCK 8 Enter an "x" in the appropriate block. Enter spouse's SSN (a-e) regardless if they are military or (1-6) not. Enter date of marriage, divorce or separation. Enter an "x" in the appropriate block indicating who has custody of the child.
9. BLOCK 9 If residing in government quarters, (a-d) enter an "x" in either a, b, or c. (1-4) If residing off post, enter an "x" in block d. Leave blocks 1-4 blank.

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- |              |   |
|--------------|---|
| 10. BLOCK 10 | List full name, complete address,<br>and relation for all dependents.<br>List children's date of birth. |
| 11. BLOCK 11 | Read and initial blocks as<br>appropriate. (Most people will<br>initial both blocks).                   |
| 12. BLOCK 12 | Leave blank.  |
| 13. BLOCK 13 | Soldier signs full name.  |
| 14. BLOCK 14 | Enter date form is completed.   |
| 15. BLOCK 15 | Leave blank.  |
| 16. BLOCK 16 | Leave blank.  |

Instruction for Preparation of DA Form 4187  
Request for Personnel Action

Use this form to submit Statement of Non-Availability of Government Quarters. Only soldiers who do not reside in quarters need to submit this document. If soldier lives in quarters, this document is not needed. If the soldier signed into the unit and is waiting to move into quarters, this document must be submitted for them to receive BAH until they complete the move into government quarters.

1. BLOCK 1                                      Leave blank.
2. BLOCK 2                                      Enter the following address:  
   Commander,  
   Headquarters, First Region (ROTC)  
   ATTN: ATOA-PA-FI  
   US Army Cadet Command  
   Ft Bragg, NC 28310-5000.
3. BLOCK 3                                      Enter soldier's unit address.
4. BLOCK 4                                      Enter soldier's last name, first  
   name, and middle initial.
5. BLOCK 5                                      Enter soldier's rank.
6. BLOCK 6                                      Enter soldier's SSN.
7. BLOCK 7                                      Leave blank.
8. BLOCK 8                                      Enter an "x" in the "Other" block,  
   type in "STATEMENT OF  
   NON-AVAILABILITY".
9. BLOCK 9                                      Soldier can sign-but it's not  
   required.
10. BLOCK 10                                    Enter date.
11. REMARKS BLOCK                            Enter the following:  
   Government quarters are not  
   available for the soldier during  
   the duration of their tour.  
   Enter school address.  
   Enter effective date of action  
   (date soldier signed into unit).

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12. BLOCK 11

Enter an "x" in the "has been  
verified block" & "is approved  
block".

13. BLOCK 12

Enter Battalion Commander's  
signature block, signature and  
date.



Instruction for Preparation of DA Form 4187  
Request for Personnel Action

Use this form to request Rations in Kind Not Available (RIKNA) and CONUS COLA for ROTC units that are authorized to receive COLA. Only Enlisted soldier's need to request RIKNA. For a list of states authorized CONUS COLA see Appendix J.

1. BLOCK 1                                      Leave blank.
2. BLOCK 2                                      Enter the following address:  
   Commander  
   Headquarters, First Region (ROTC)  
   ATTN: ATOA-PA-FI  
   US Army Cadet Command  
   Ft Bragg, NC 28310-5000.
3. BLOCK 3                                      Enter your unit's address.
4. BLOCK 4                                      Enter soldier's last name, first  
   name, and middle initial.
5. BLOCK 5                                      Enter soldier's rank.
6. BLOCK 6                                      Enter soldier's SSN.
7. BLOCK 7                                      Leave blank.
8. BLOCK 8                                      Enter an "x" in the other block,  
   type in "CONUS COLA". In the  
   separate rations block, type in  
   "RIKNA"
9. BLOCK 9                                      Soldier can sign-but it's not  
   required.
10. BLOCK 10                                    Enter date.
11. REMARKS BLOCK                            Enter the following:  
   Request RIKNA and CONUS COLA.  
   Enter school address.  
   Enter date soldier was assigned to  
   unit.

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12. BLOCK 11

Enter an "x" in the "has been  
verified block" & "is approved  
block".

13. BLOCK 12

Enter Battalion Commander's  
signature block, signature and  
date.

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**TEMPORARY LODGING (TLE) ALLOWANCE (TLA) COVERSHEET**  
**NOTE: TLE/TLA CAN NOT BE PAID ON FIRST OR LAST PCS MOVES**

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PLEASE PROVIDE THE FOLLOWING INFORMATION:

UNIT \_\_\_\_\_  
NAME \_\_\_\_\_  
SSN \_\_\_\_\_ GRADE \_\_\_\_\_  
DUTY PHONE \_\_\_\_\_ (NOT OPTIONAL) HOME PHONE \_\_\_\_\_  
\_\_\_\_\_ (OPTIONAL)  
MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MARRIED Y/N \_\_\_\_\_ TO ANOTHER SOLDIER Y/N \_\_\_\_\_  
IF YES YOU MUST PROVIDE YOUR SPOUSES SSN \_\_\_\_\_  
#OF DEPENDENTS WITH YOU AT THE TIME OF LODGING \_\_\_\_\_ (NOT TO  
INCLUDE YOURSELF)  
WERE KITCHEN FACILITIES AVAILABLE Y/N \_\_\_\_\_  
DATES CLAIMING TLE FROM \_\_\_\_\_ TO \_\_\_\_\_  
NOT TO EXCEED 10 DAYS

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\*\*\*\*\*  
ATTENTION  
\*\*\*\*\*

THE FOLLOWING DOCUMENTS ARE REQUIRED TO FILE FOR TLE/TLA CLAIMS  
TLE (CONUS STAY)

1. ONE (1) COPY OF PCS ORDERS ASSIGNING YOU TO YOUR GAINING UNIT.
2. ORIGINAL COPY OF YOUR LODGING RECEIPT (DO NOT INCLUDE CREDIT CARD RECEIPTS).
3. ONE (1) COPY OF STATEMENT OF NONAVAILABILITY IF GOVERNMENT LODGING WAS NOT AVAILABLE.

\*\*\*\*\*  
TLA (OCONUS STAY)  
\*\*\*\*\*

1. ONE (1) COPY OF PCS ORDERS TAKING YOU TO YOUR GAINING UNIT.
2. ONE (1) COPY OF AUTHORIZATION FOR TLE CLAIM FROM HOUSING.
3. ORIGINAL COPY OF LODGING RECEIPT (DO NOT INCLUDE CREDIT CARD RECEIPTS).

\*\*\*\*\*  
I CERTIFY THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE  
BEST OF MY KNOWLEDGE AND THAT I HAVE NOT RECEIVED ANY TLE  
PAYMENTS FOR THIS PCS MOVE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: ALL INCOMPLETE PACKETS WILL BE RETURNED TO THE SM'S UNIT.  
AN ATTEMPT TO CALL YOU WILL BE MADE BEFORE YOUR PACKET IS  
RETURNED.**

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FINANCE ONE STOP DITY SETTLEMENT ELECTION

**ENSURE YOU HAVE THE FOLLOWING ITEMS**

5 COPIES OF:

- a. ORDERS WITH ENDORSEMENTS OR AMENDMENTS
- b. ORIGINAL DD FORM 2278
- c. VOUCHER FOR ADVANCE OPERATING ALLOWANCE
- d. CERTIFIED EMPTY WEIGHT TICKET WITH NAME, SSN, SIGNATURE  
OF WEIGHT MASTER
- e. CERTIFIED LOADED WEIGHT TICKET WITH NAME, SSN, SIGNATURE  
OF WEIGHT MASTER
- f. ORIGINAL DD FORM 1351-2 WITH ADDRESS DATES AND MEMBER  
SIGNATURE
- g. ORIGINAL FUEL, OIL AND TOLL RECEIPTS
- h. RENTAL CONTRACT
- i. MOVING EQUIPMENT RECEIPT
- j. REGISTRATION(S) FOR POV, BOAT, AND TRAILER (IF  
APPLICABLE)

\*\*\*\* BE SURE NAME AND SSN ARE ON ALL DOCUMENTS  
\*\*\*\* ALL DOCUMENTS ARE DATED  
\*\*\*\* ALL DOCUMENTS ARE SIGNED  
\*\*\*\* KEEP A COPY OF ALL FOR YOUR RECORDS

NOT HAVING THESE ITEMS WILL DELAY YOUR PAYMENT.

NOTE: Expenses claimable are payments to rental companies for rental vehicles, packing materials, moving equipment such as a hand truck and furniture pads, gas, oil, tolls and weighing expense. Expenses not claimable include, but are not limited to, tow dollies, tow bars, auto transporters, insurance, sales tax, meals and lodging.

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EXPENSE RECEIPTS AND RENTAL CONTRACTS MUST SUPPORT EXPENSES CLAIMED.

RENTAL VEHICLE EXPENSE: \_\_\_\_\_

GAS, TOLLS AND WEIGHING FEES: \_\_\_\_\_

MOVING EQUIPMENT: \_\_\_\_\_

OTHER EXPENSES: \_\_\_\_\_

TOTAL: \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_  
NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SSN \_\_\_\_\_

UNIT \_\_\_\_\_ PH \_\_\_\_\_

\*\*\*ALL DITY SETTLEMENT PAYMENTS ARE EFT ONLY!!

\*\*ALLOW 14-21 WORKING DAYS FOR DEPOSIT TO BE MADE TO YOUR ACCOUNT!

\*FOR EXPENSES CLAIMED ON POSTAL SHIPPINGS, ALLOW 21-30 DAYS FOR DEPOSIT!

.....  
CHANGED BANK WITHIN THE LAST YEAR?: YES \_\_\_\_\_ NO \_\_\_\_\_

IS YES NAME OF BANK \_\_\_\_\_, CITY \_\_\_\_\_  
STATE \_\_\_\_\_

FOR ETS SOLDIERS ONLY: ACCOUNT # \_\_\_\_\_ ROUTING # \_\_\_\_\_

CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

MAILING ADDRESS FOR YOUR COPY OF SETTLEMENT PAYMENT VOUCHER  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THE ABOVE AMOUNTS HAVE BEEN INCURRED AS EXPENSES ON MY DITY MOVE

FROM: \_\_\_\_\_  
TO: \_\_\_\_\_

I UNDERSTAND THE PENALTY FOR WILLFULLY MAKING FALSE STATEMENTS OF CLAIM IS A MAXIMUM FINE OF \$10,000.00, MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S.C., TITLE 18, SECTION 287)

\_\_\_\_\_  
SIGNATURE DATE

126th FINANCE BN OUT-PROCESSING CHECKLIST

**FINANCE ONE STOP PCS TRAVEL ELECTION**

TODAY'S DATE \_\_\_\_\_  
NAME \_\_\_\_\_ SSN \_\_\_\_\_  
GRADE \_\_\_\_\_ UNIT \_\_\_\_\_  
PHONE NO. WORK \_\_\_\_\_ HOME \_\_\_\_\_

**PCS TRAVEL PAYMENT WILL BE EFT ONLY**

CHANGED BANK WITHIN THE LAST 60 DAYS YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES NAME OF BANK \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ACCOUNT# \_\_\_\_\_ ROUTING# \_\_\_\_\_  
SAVINGS \_\_\_\_\_ CHECKING \_\_\_\_\_  
MARRIED: YES \_\_\_\_\_ NO \_\_\_\_\_ TO ANOTHER SOLDIER: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF YES SSN \_\_\_\_\_

TRAVELING ACCOMPANIED: YES \_\_\_\_\_ NO \_\_\_\_\_  
TERMINATION OF GOVT QUARTERS: YES \_\_\_\_\_ NO \_\_\_\_\_

**I ELECT THE FOLLOWING ADVANCES FOR MY PCS MOVE:**

1. \_\_\_\_\_ TRAVEL ADVANCE FOR MYSELF
2. \_\_\_\_\_ TRAVEL ADVANCE FOR MY DEPENDENTS
3. \_\_\_\_\_ ADVANCE DISLOCATION ALLOWANCE (DLA)
4. \_\_\_\_\_ .ONE MONTH ADVANCE PAY (DD FORM 2560 REQUIRED)  
SPC and below, request must be approved by CDR.
5. \_\_\_\_\_ TDY (DD FORM 1610 REQUIRED)
6. \_\_\_\_\_ DITY ADVANCE (TRANSPORTATION PAPERWORK REQUIRED)
7. \_\_\_\_\_ SOLDIER MODE OF TRAVEL LEAVING UNIT (POV, AIR, BUS)
8. \_\_\_\_\_ DEPENDENTS MODE OF TRAVEL LEAVING UNIT \_\_\_\_\_
9. MY PORT CALL IS: \_\_\_\_\_
10. DEPENDENTS DATA: RELATIONSHIP= SPOUSE, SON, DAUGHTER  
RELATIONSHIP DATE OF BIRTH RELATIONSHIP DATE OF BIRTH  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT ADDRESS OF DEPENDENTS \_\_\_\_\_  
MOVING DEPENDENTS TO (CITY, STATE, ZIP CODE) \_\_\_\_\_  
MAILING ADDRESS FOR A COPY OF YOUR VOUCHER TO BE SENT: \_\_\_\_\_

INCLUDE A COPY OF YOUR PCS ORDERS WITH AMENDMENTS AND A COPY OF DA FORM 31  
(LEAVE FORM)

**NOTE: THE 126th FINANCE BATTALION CANNOT PROCESS ADVANCE DLA AND ADVANCE TRAVEL EARLIER THAN 10 DAYS FROM DEPARTURE DATE. THE 126th FINANCE BATTALION CANNOT PROCESS ADVANCE PAY EARLIER THAN 30 DAYS FROM DEPARTURE DATE. ALLOW 7-10 DAYS FOR THE ADVANCE TO BE DEPOSITED INTO YOUR ACCOUNT.**

FRMOI 37-107-97  
Appendix A  
10 November 2000

States Authorized CONUS COLA

CALIFORNIA  
CONNECTICUT  
ILLINOIS  
MASSACHUSETTS  
MICHIGAN  
NEW JERSEY  
NEW YORK  
PENNSYLVANIA  
WASHINGTON